

WYOMING DEPARTMENT OF ENVIRONMENTAL QUALITY
SOLID AND HAZARDOUS WASTE DIVISION
Small Quantity Hazardous Waste Generator

HW Determination [Section 1(b)]		
Result	Section	Inspection Item
	Chap. 1, Section. 262.11	Did the generator determine if the solid waste is a hazardous waste?
	1 262 (262.11)(b)	Does the facility generate solid waste(s) listed in Subpart D, Part 261 (any listed hazardous waste)?
	1 262 (262.11)(b)	If yes, list wastes and quantities (include EPA HW#).
	1 262 (262.11)(c)	Does the facility generate solid waste(s) that exhibit hazardous characteristics (corrosivity, ignitability, reactivity, TCLP)?
	1 262 (262.11)(c)	If yes, list wastes and quantities (include EPA HW#).
	1 262 (262.11)(c)(1)	If waste determination is by testing, did the generator use the test methods in Subpart C of Part 261 or equivalent? (If equivalent test methods were used, attach copy of equivalent method)
	1 262 (262.11)(c)(2)	If waste determination is by process knowledge, did the generator apply process knowledge of the hazard characteristic in light of the materials or the processes used?
	Chap. 1, Sec. 260 (260.110)	Does the facility generate 'solvent-contaminated wipes'? [See definition of solvent-contaminated wipes under HWRR, Chapter 1, Sec. 260 (260.110)]
	1 261 (261.4)(18)	Is so and they are making the claim that they are not SW or HW, then the generator must comply with the following provisions:
	1 261 (261.4)(18)(i)	The wipes are contained in non-leaking, closed containers that are labeled "Excluded Solvent-Contaminated Wipes" and contain free liquids should free liquids occur?
	1 261 (261.4)(18)(iii)]	The wipes are accumulated for up to 180 days from the start date of accumulation for each container?
	1 261 (261.4)(18)(iii)	At the point of being transported for disposal, the wipes contain no free liquids?
	1 261 (261.4)(18)(iv)	Free liquids removed from the wipes or container holding the wipes are properly managed in accord with the HWRR?
	1 261 (261.4)(18)(v)	The following documentation is being maintained onsite: 1) Name and address of the landfill or combustor receiving the wipes (A); 2) Documentation that the 180 day accumulation time limit is being met (B); and (3) Description of process being used to ensure the wipes meet the no free liquids requirement at the point of being transported for disposal.(C)
	[1 261 (261.4)(18)(vi)(A)&(B)	The wipes are sent for disposal to a municipal solid waste landfill or a hazardous waste landfill regulated under the Wyoming SWRR and HWRR, or to a municipal waste or other combustion facility regulated under the CAA or to a HW combustor, boiler or industrial furnace regulated under the Wyoming HWRR?
	1 262 (262.11)	Are there any other nonhazardous solid wastes generated by the generator? List wastes and types.
	NA	Does the facility recycle solvents?
	NA	Does the facility substitute nonhazardous solvents for hazardous solvents?
	NA	Are there additional initiatives beyond solvent substitution taken by the facility that could be considered voluntary pollution prevention?
	VRP	Is the facility aware of the Voluntary Remediation Program and the need to have a P2 Plan in-place to be eligible for the VRP?
	VRP	Does the facility have a P2 plan? If so, please briefly describe the plan that was presented to the inspector.

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HW Identification Number

Result	Section	Inspection Item
	1 262 (262.12)(a)	Does the facility have a State/EPA ID number?
	1 262 (262.12)(a)	What is the State/EPA ID number?

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Hazardous Waste Manifest		
Result	Section	Inspection Item
	1 262 (262.20)	Does the waste generator ship hazardous waste offsite? If NO, do not fill out the rest of section but proceed to Pre-Transport Requirements. If YES, list the primary off-site facility.
	1 262 (262.20)	Does the generator use a manifest? If NO, is the generator a small quantity generator (SQG), generating between 100 and 1000 kg/month? If YES, proceed to the next question. If NO, use CEG or LQG checklists.
	1 262 (262.20)(e)(1)(i)	Does the SQG have a contractual agreement for waste reclamation? If YES, need to address 262.20(e)(1)(i) and (ii) only, if NO, proceed to Item (262.20)(a), Manifest Requirements. Does the SQG contractual agreement contain the waste type and frequency of shipments?
	1 262 (262.20)(e)(1)(ii)	Does the SQG contractual agreement contain information to verify the vehicle used to transport the waste to the recycling facility and to deliver regenerated material is owned and operated by the reclaimer of the waste?
	1 262 (262.20)(e)(2)	Does the SQG keep a copy of the reclamation agreement for at least 3 years after agreement termination?
	1 262 (262.20)(a)	Does the manifest include the generator name?
	1 262 (262.20)(a)	Does the manifest include the manifest document number?
	1 262 (262.20)(a)	Does the manifest include the generator name, mailing address, and telephone number?
	1 262 (262.20)(a)	Does the manifest include the generator ID#?
	1 262 (262.20)(a)	Does the manifest include the transporter's name and EPA ID #?
	1 262 (262.20)(a)	Does the manifest include the facility name, address and EPA ID#?
	1 262 (262.20)(a)	Does the manifest include an alternate facility name, address and/or EPA ID#?
	1 262 (262.20)(a)	Does the manifest include the following waste information required by DOT: shipping name, quantity (weight or volume), and containers (type and number)?
	1 262 (262.20)(a)	Does the manifest include emergency information (special handling instruction, telephone number)?
	1 262 (262.20)(a)	Are the most current and up-to-date manifest forms being used?
	1 262 (262.23)(a)(3)	Does the generator maintain copies of the manifests?
	1 262 (262.23)(a)(2)	Did the generator sign and date all manifests?
	1 262 (262.40)	Did the generator obtain a hand-written signature of acceptance from the initial transporter?
	1 262 (262.40)	Does the generator retain one copy of the manifest signed by the generator and initial transporter?
	1 262 (262.40)	Do returned copies of the manifest include the facility owner/operator signature and date of acceptance?
	1 262 (262.40)	Does the generator retain copies for at least 3 years?
	1 262 (262.22)	Does the generator receive a copy of the manifest from the TSD?

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Pre-Transport Requirements

Result	Section	Inspection Item
	1 262 (262.30)	Does the generator package waste in accordance with DOT requirements? (See 49 CFR parts 173, 178, and 179)
	1 262 (262.31)	Does the generator follow DOT labeling requirements in accordance with 49 CFR 172?
	1 262 (262.32)(a)	Does the generator mark each package in accordance with the 49 CFR 172 hazardous materials requirements?
	1 262 (262.32)(b)	Before transporting HW or offering HW for transportation offsite, is each container of 110 gallons or less marked with the required HW label: "HAZARDOUS WASTE-Federal Law Prohibits Improper Disposal. If found, contact the nearest police or public safety authority or the US Environmental Protection Agency. Generator's name and Address_____, Manifest Document Number_____, "?
	1 262 (262.33)	Does the generator have placards to offer to transporter or has the generator properly placarded each hazardous waste transportation vehicle with the appropriate placards in accord with the 49 CFR Part 172, Subpart F requirements?
	1 262 (262.34)(d)(1)&(262.34)(f)	Is the HW being stored for longer than 180 or 270 (if the closed TSD is located greater than 200 miles) days or is the SQG accumulating greater than 6000 kg of HW?
	1 262 (262.34)(a)(1); 265 (265.174)	Does the generator inspect all containers for leakage and corrosion at least weekly?
	1 262 (262.34)(a)(3)	Is each HW container being stored, labeled/marked with the wording, "Hazardous Waste"?
	1 262 (262.34)(a)(2)	Is each container clearly dated?
	1 262 (262.34)(a)(1); 265 (265.171)	If the HW container is leaking, does the generator transfer the contents to a container in good condition or manage the waste in another acceptable way?
	1 262 (262.34)(a)(1); 265 (265.173)(a)	Is the HW container compatible with the HW being stored?
	1 262 (262.34)(a)(1); 265 (265.173)(a)	Is there evidence the HW container(s) is closed during storage, except when it is necessary to add or remove waste?
	1 262 (262.34)(a)(1); 265 (265.177)	Are incompatible wastes being placed in the same container, are incompatible wastes in other containers being stored next to each other, or is incompatible waste being placed in an unwashed container that formerly held an incompatible waste?
	1 262 (262.34)(c)(1)(ii)	Is the hazardous waste container being stored in the satellite accumulation area, properly labeled with the wording, "Hazardous Waste" or other applicable wording?
	1 262 (262.34)(c)	Is the maximum amount of hazardous waste being stored in the satellite accumulation area, one 55 gallon drum or one quart of acute HW, and is the drum/container in the hazardous waste satellite accumulation area, located at or near the waste generating process or in control of the waste generating process operator?
	1 262 (262.34)(c)(2)	Once the HW in the satellite accumulation container is full, does the generator move the HW to the HW storage area after 3 days?
	1 262 (262.34)(a)(1)(i)	Does the HW container in the satellite accumulation area comply with items 265.171(leaking container), 265.172(container compatibility), and 265.173(a)(closed container)?
	1 262 (262.34)(a)(1)(ii)	Is HW being stored in tanks? If so, does the generator comply with the HWRR, Section 265.201, SQG Tank Systems requirements? Use specific checklist to evaluate.
	XXXXX	
	XXXXX	

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Preparedness & Prevention		
Result	Section	Inspection Item
	1 262 (262.34)(a)(4); 265 (265.31)	Is the facility maintained and operated to prevent fires, explosions, and sudden and non-sudden releases of HW to air, soil or surface water that could impact human health and the environment?

	1 262 (262.34)(a)(4); 265 (265.32)(c)	Does the facility have the following required equipment unless none of the facility hazards would require the equipment: (a) internal communications or alarm system; (b) telephone or hand held two-way radio capable of summoning emergency assistance; (c) portable fire extinguishers, spill control and decon equipment; (d) water at adequate volume and pressure or foam equipment, auto sprinklers, or water spray systems?
	1 262 (262.34)(a)(4); 265 (265.33)	Has this equipment been tested and maintained to assure proper operation?
	1 262 (262.34)(a)(4); 265 (265.34)	Whenever HW is being poured, mixed, spread or handled, is there evidence of immediate access to internal alarm or communication device unless none of the hazards posed by the facility require any of the emergency equipment? If there is ever just one employee on the premises, does this also apply, unless none of the hazards posed by the facility require any of the emergency equipment?
	1 262 (262.34)(a)(4); 265 (265.35)	Is there sufficient aisle space to allow unobstructed movement of personnel and equipment?
	1 262 (262.34)(a)(4); 265 (265.37)	Has the owner/operator made arrangements to familiarize police, fire departments and emergency response personnel with facility layout, HW properties, working areas, entrance roads inside facility and possible evacuation routes as appropriate, for the type of waste handled, and the potential need for the services of these organizations, to familiarize them with the characteristics of the facility?
	1 262 (262.34)(a)(4); 265 (265.37)(a)(2)	In the case that more than one police or fire department might respond, is there a designated authority? If YES, name the primary authority.
	1 262 (262.34)(a)(4); 265 (265.37)(a)(3)	Does the owner/operator have phone numbers of and agreements with State emergency response teams, emergency response contractors, and equipment suppliers as appropriate, for the types of waste(s) handled, and the potential need for the services of these organizations?
	1 262 (262.34)(a)(4); 265 (265.37)(a)(4)	Has the owner/operator arranged to familiarize local hospitals with the properties of hazardous waste handled and types of injuries that could result from fires, explosions, or releases at the facility, as appropriate for the type of waste(s) handled and the potential need for the services of these organizations?
	1 262 (262.34)(a)(4); 265 (265.37)(b)	Where State or local authorities decline to enter into the arrangements described under Section 5(h)(i), is this entered in the operating record?

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Emergency Procedures

Result	Section	Inspection Item
	1 262 (262.34)(d)(5)(i)	Is there an emergency coordinator onsite or on call at all times?
	1 262 (262.34)(d)(5)(ii)(A)	Is the following information posted next to the telephone: The name and phone number of the emergency coordinator?
	1 262 (262.34)(d)(5)(ii)(B)	Is the following information posted next to the telephone: The location of fire extinguishers, spill control equipment, and a fire alarm (if necessary)?
	1 262 (262.34)(d)(5)(ii)(C)	Is the following information posted next to the telephone: The phone number of the fire department (not necessary if facility has a fire alarm)?
	1 262 (262.34)(d)(5)(iii)	Does the generator ensure all employees associated with duties related to hazardous waste management are familiar with proper waste handling and emergency procedures?
	1 262 (262.34)(d)(5)(iv)(A)	In the event of a fire, are there provisions for the emergency coordinator or his or her designee, to call the fire department or attempt to extinguish it using a fire extinguisher?
	1 262 (262.34)(d)(5)(iv)(B)	In the event of a spill, are there provisions for the emergency coordinator or his or her designee, to contain the flow of hazardous waste to the extent possible, and as soon as is practicable, clean up the hazardous waste and any contaminated materials or soil?
	1 262 (262.34)(d)(5)(iv)(C)	In the event of fire, explosion or other release that could threaten human health outside of facility or if there is knowledge that a spill has reached surface water, does the generator immediately notify the National Response Center?
	1 262 (262.34)(d)(5)(iv)(C)(1)	Does the spill report contain the following information: name, address, and U.S.EPA ID# of the generator?

	1 262 (262.34)(d)(5)(iv)(C)(2)	Does the spill report contain the following info: date, time, and type of incident (e.g., spill or fire)?
	1 262 (262.34)(d)(5)(iv)(C)(3)	Does the spill report contain the following info: quantity and type of HW involved in the incident?
	1 262 (262.34)(d)(5)(iii)(C)(4)	Does the spill report contain the following info: extent of injuries, if any?
	1 262 (262.34)(d)(5)(ii)(C)(5)	Does the spill report contain the following info: estimated quantity and disposition of recovered materials, if any?

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Recordkeeping

Result	Section	Inspection Item
	1 262 (262.40)(a)	Does the generator keep the following reports for at least three years: manifests or signed copies from designated facilities?
	1 262 (262.40)(c)	Does the generator keep copies of test results, waste determinations or other determinations for at least 3 years from the date the waste was last sent to onsite or off-site treatment, storage or disposal?
	1 262 (262.42)(a)(2)	If the generator did not receive a copy of the manifest with handwritten signature of the owner/operator of the designated facility within 60 days from the date the waste was originally accepted by initial transporter, did the generator submit a legible copy of the manifest with indication (handwritten or typed note on manifest copy or attached paper stating returned copy not received) of no delivery confirmation to the Director?

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Special Conditions

Result	Section	Inspection Item
	1 262 (262.50)	Has the primary exporter received from or transported to a foreign source any hazardous waste?
	1 262 (262.53)	If yes, has notice been filed with the Regional Administrator and does the notice contain all of the required items listed under 262.53?
	1 262 (262.54)	Does the primary exporter comply with the manifest requirements and the specific provisions of 262.54? (See HWRR)
	1 262 (262.55)	Does the generator comply with the special requirements contained under 262.55? See HWRR.
	1 262 (262.56)	Does the primary exporter comply with the requirements under 262.56(a)? See HWRR
	1 262 (262.57)	Does the primary exporter comply with the recordkeeping requirements listed under 262.57?
	1 262 (262.60)	Does the hazardous waste importer comply with the requirements listed under 262.60, Subpart F? See HWRR.

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Land Disposal Restrictions

Result	Section	Inspection Item
	Chap. 1, Sec. 268	<u>LDR General Requirements</u>
	1 268 (268.7)(a)(10)	Does the SQG have a tolling agreement in compliance with 262.20(e)(1)&(2)? If so, the SQG must comply with the notification requirements of 268.7(a)(2) for the initial waste shipment. Has the SQG kept a copy of the notification and certification along with the tolling agreement for a period of at least 3 years? Note: If the SQG complies with these tolling agreement requirements, the remaining requirements are NA.
	1 268 (268.7)(a)(1)	Has the generator determined whether the hazardous waste needs to be treated before it can be land disposed? Was this determination made by either testing the waste or using knowledge of the wastes? Note: The generator can also allow the TSD to make this determination. [71 FR 16862]
	71 FR 16862	If the generator allows the TSD to make the treatment determination, does the LDR notice contain only the following items: a) waste code? b) manifest number of the first waste

		shipment? c) the following statement, "This hazardous waste may or may not be subject to the LDR treatment standards. The treatment facility must make the determination"?
	1 268 (268.7)(a)(2)	If the waste or contaminated soil does not meet the treatment standard, did the waste generator send the required one-time written notice with the initial shipment of waste, to each TSD receiving the waste, and place the required copy in the file? Note: Only one notice is required for the first initial waste shipment unless the waste constituents change.
	1 268 (268.7)(a)(2)	Did the one-time written notice contain the following required items: a)EPA HW numbers and manifest number of first shipment? b)The constituents of concern for listed wastes and underlying hazardous constituents in characteristic HW unless all constituents will be treated, then there is no need to put all of them on the notice? c)Applicable wastewater/nonwastewater category? d)Waste analysis data (when applicable, i.e. if knowledge is not used)? e)For hazardous debris, when treating with the alternative treatment technologies, the contaminants subject to treatment and an indication the contaminants are being treated to comply with 268.45? f)For contaminated soil, the constituents subject to treatment and the following statement, "This contaminated soil (does/does not) contain listed HW and (does/does not) exhibit a HW characteristic and (is subject to/complies with the soil treatment standards as provided by 268.49(c) or the universal treatment standards)"?
	1 268 (268.7)(a)(2)(i)	For contaminated soil, was the required certification statement included on the notice and signed by an authorized representative: "I certify under penalty of law that I personally have examined this contaminated soil and it(does/does not)contain listed HW and(does/does not) exhibit a characteristic of HW and requires treatment to meet the soil treatment standard as provided by 268.49(c)?
	1 268 (268.7)(a)(8)	Does the generator keep a copy of all required notices,certifications, waste analysis data and other required documentation under Part 268, for 3 years from the date the subject waste was sent offsite to the TSD?
	Chap. 1, Section 268	<u>HW or HW Soil-Treatment Standard Met</u>
	1 268 (268.7)(a)(3)	Did the HW or HW contaminated soil meet the treatment standard at the original point of waste generation? If so, did the waste generator send with the initial shipment of waste to each TSD, the required one-time written notice to each TSD receiving the waste and place the required copy in the file?
	1 268 (268.7)(a)(3)(i)	Did the one-time notice for contaminated soil that meets the treatment standard, contain the following required items: a) EPA HW numbers and manifest number of first shipment? b)The constituents of concern for listed wastes and underlying hazardous constituents in characteristic HW unless all constituents will be treated, then there is no need to put all of them on the notice? c)Applicable wastewater/nonwastewater category? d)Waste analysis data (when applicable, i.e. if knowledge is not used)? e)Does the one-time written notice contain the following certification: "I certify under penalty of law that I personally have examined and am familiar with the waste through analysis and testing or thorough knowledge of the waste to support this certification that the waste complies with the treatment standards specified in Section 268, Subpart D of the Wyoming Hazardous Waste Management Rules and Regulations. I believe that the information I submitted is true, accurate, and complete. I am aware that there are significant penalties for submitting a false certification, including the possibility of a fine and imprisonment"?
	1 268 (268.7)(a)(3)(ii)	If the facility generates HW contaminated soil that meets the treatment standard, did the generator send the required one-time written notice to each facility receiving the waste and place a copy in the file. The notice must contain the information listed under column 268.7(a)(3) of the Generator Paperwork Requirements Table under 268.7(a)(4).
	1 268 (268.7)(a)(3)(ii)	If the waste meeting the treatment standard changes, did the generator send a new notice and certification to the receiving facility and place a copy in their files? Note: Hazardous debris that is excluded from the definition of HW, are not subject to these requirements.
	Chap. 1, Sec. 268	<u>Waste Does Not Meet Treatment Standard</u>
	1 268 (268.7)(a)(4)	In the case where the generator's hazardous waste or contaminated soil does not meet the treatment standards but it is allowed to be land disposed as a result of a case-by-case extension, disposal in a no-migration unit or is the result of a national capacity or case-by-case capacity variance, did the waste generator send the required notice?
	1 268 (268.7)(a)(4)	Does the one-time notice and certification contain the following: a)EPA HW numbers and manifest number of first shipment? b)The following statement: "This waste is not prohibited from land disposal"? c)Waste analysis data, when applicable? d)Date the waste is subject to the prohibition? e)For hazardous debris, when treating with the alternative treatment technologies, the contaminants subject to treatment and an indication the contaminants are being treated to comply with Section 4(f)?
	Chap. 1, Sec. 268	<u>Treatment in Onsite Tanks, Containers, Containment Buildings</u>

	1 268 (268.7)(a)(5)	If the waste generator is managing and treating prohibited waste or contaminated soil in tanks, containers, or containment buildings under 262.34, does the generator develop and follow a waste analysis plan describing the procedures to comply with the treatment standards? Is a copy of the plan onsite?
	1 268 (268.7)(a)(5)(i)	Is the plan based on a detailed chemical and physical analysis of a representative sample of the prohibited waste being treated and includes all information necessary to treat the waste, including the selected testing frequency?
	1 268 (268.7)(a)(5)(ii)	Is a copy of the plan being kept on file and is available for review?
	1 268 (268.7)(a)(5)(iii)	If the waste generator is managing and treating prohibited waste or contaminated soil in tanks, containers, or containment buildings under 262.34, does the generator comply with the notification requirements contained under checklist item 268.7(a)(3)(i)&(ii)?
	Chap. 1, Sec. 268	<u>Waste Contaminated Soil Restricted</u>
	1 268 (268.7)(a)(6)	If the generator has determined that the waste or contaminated soil is restricted based solely on knowledge of the waste or by testing the waste or a waste extract, does the generator have on file, all supporting data to make the determination or the waste analysis data used to make the determination?
	Chap. 1, Sec. 268	<u>Prohibited Waste Exclusion</u>
	1 268 (268.7)(a)(7)	If the generator is managing a prohibited waste that is excluded from the HW or waste material definition or is exempted under the HWRR subsequent to the point of waste generation(including CWA or UIC exempt wastes), does the generator have on file, a copy of the one-time notice that describes the waste generation, subsequent exclusion or exemption from the definition of HW or waste material or CWA exemption, and the disposition of the waste? Does the generator first make the claim that characteristic hazardous waste are no longer hazardous?
	Chap. 1, Sec. 268	<u>Lab Packs</u>
	1 268 (268.7)(a)(9)(i)	Does the generator manage lab packs that contain HW? If so, does the generator wish to use the alternative treatment standard in 268.42(c)? If so, does the generator submit a notice containing the following information: a)EPA HW numbers and manifest number of first shipment, and, b)The following certification: "I certify under penalty of law that I personally have examined and am familiar with the waste and that the lab pack contains only wastes that have been excluded under Part 268, Appendix IV of the Wyoming Hazardous Waste Rules & Regulations and that this lab pack will be sent to a combustion facility in compliance with the alternative treatment standards for lab packs at 268.42(c) of the Wyoming Hazardous Waste Rules & Regulations. I am aware that there are significant penalties for submitting a false certification, including the possibility of a fine and imprisonment"?
	1 268 (268.7)(a)(9)(ii)	If the lab pack or receiving facility changes, does the generator send and keep in the file, a new notice and certification containing all required information listed under 268.7(a)(9)(i)?
	1 268 (268.7)(a)(9)(iv)	For lab packs, does the generator comply with the recordkeeping requirements of 268.7(a)(6) and the excluded prohibited waste requirements listed under 268.7(a)(7)?

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